



EPISD VOLUNTEERS IN PUBLIC SCHOOLS

2017-18 HANDBOOK

August 2017

#DISCOVEREPISD 



EPISD Volunteers in Public Schools 2017-18 Handbook

Mission Statement

The Volunteers in Public Schools Program will engage parents, students and other stakeholders to enhance student achievement through volunteerism and active participation in our schools.

Volunteers in Public Schools

Welcome to the VIPS program. Volunteers have always been a critically important part of EPISD. The time contributed by our volunteers is impactful beyond words. Our volunteer family plays an integral role in making our District successful.

Volunteering gives parents and community members the opportunity to contribute to the children's education and participate with the schools to enhance student achievement.

How Do I get started?

Please go to www.episd.org/community_engagement/ and click on the VIPS tab to fill out the online application and consent to a criminal history background check.

The VIPS chair will notify you upon approval and will schedule your orientation.

On your first day of volunteering you will be required to upload your federal or state issued ID to the VIPS online system.

Please read the information in this booklet and if you have questions, don't hesitate to ask your principal, campus VIPS coordinator or VIPS office at 230-2551.

Acceptable Forms of Identification

The El Paso Independent School District VIPS program accepts the following forms of valid identification:

- U.S. issued passport
- State issued ID
- United States Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Resident Alien Card
- B1/B2 crossing card

Job Categories and Descriptions

The following are suggestions a volunteer may consider. Duties may vary within departments or schools. The job descriptions serve as a way to get the volunteer familiarized with the duties at each department or school.

Nurse's Office Assistant Assist the nurse in record keeping and making telephone calls. The volunteer may be in the nurse's office when the nurse cannot be there. When in doubt, the volunteer refers to the principal and/or the nurse. (Training required)

School Office Assistant Assist personnel with duties, such as answering the phones, typing, registering new students and other assignments suggested by office personnel.

Arts and Crafts Assistant Works with the teacher to help students develop creativity and pride in accomplishments. Projects may be taken home but returned the next day or whenever the teacher needs them.

Classroom Assistant Assist in non-professional, but necessary tasks, working under the direction of the teacher. Duties may include tutoring individuals, preparing materials and decorating the room or hallways.

Library Assistant Works with the librarian in processing books for circulation, typing, filing catalog cards and various other duties as needed.

Career Guidance Assistant Works with the counselor or principal to acquaint students in all grades with career opportunities. Some responsibilities may include scheduling resource persons for program presentations, show films and preparing career-oriented materials.

Monitor/Chaperone Assists in areas where adult supervision is needed – such as cafeteria, halls, playground, cross walk guards or parking lots. Please note that you cannot attend field trips as a chaperone if you do not register with VIPS.

Background checks require a minimum of four weeks for clearance. Please plan accordingly.

VIPS as Cross Walk Guards

Police Services provides special training for volunteers interested in assisting at cross walks. Please contact Manuel Chavira , Safe & Secure Schools Manager at 230-2535 to set up a training for new volunteers. Please note that Fort Bliss no longer allows PIE Units to volunteer as crossing guards at their respective partner campuses

VIPS and Athletics

Volunteers are not allowed to coach per UIL Section 1202. A retired teacher/administrator who has 20 or more years of experience may serve as an assistant coach in all athletics and as a head coach for golf, tennis, team tennis, cross country, track and field, swimming and wrestling. (This rule shall not affect the status of a coach on a leave of absence attending college.) Also, student teachers, while they are assigned to a participant school district to fulfill their student teaching requirements, may volunteer to serve as an assistant coach in all athletics. Schools shall not pay student teachers for assisting athletic coaches. A full-time substitute who has coached during the school year may be permitted to continue coaching until the UIL competitive year has ended. Example: state baseball playoffs. Any persons wishing to volunteer in athletics must meet the following criteria.

- Full Time district employee- Teachers only
- Must pass VIPS background check
- Must be cleared by athletics office

UIL Requirements

- Rules Compliance Program
- CPR/1st Aid/AED Certification
- Attend UIL rules meeting

No one outside of this may volunteer to be a coach at the high School or middle school level. Anyone may keep score or run the clock for a team but may not sit on the team bench.

VIPS and School Transportation

VIPS who are official field trip chaperones may ride school transportation with principal permission. The Transportation Department must be made aware in advance of all non-school persons who wish to ride on school transportation. All VIPS who have been cleared to ride school transportation must fill out a permission form. The form can be obtained at your school or downloaded at <https://www.episd.org/programs/vips/> The following shall apply to all VIPS:

- A permission form requesting transportation must be obtained in advance
- The permission form must be given to (1) the bus driver or monitor at the time of the trip (2) VIPS campus chair
- Permission must be obtained for each trip
- Persons are required to observe all transportation safety rules set by the District

District Employees as VIPS

District employees who are not exempt from the overtime provisions of the Fair Labor Standard Act (i.e.: “nonexempt” or hourly employees) are prohibited from volunteering any services to the District under any circumstances.

Nonexempt or hourly employees are also prohibited from volunteering services to a PTA, booster club or similar organization supporting a District school or program, except under the following circumstances:

1. The employees has a child or grandchild attending the school supported by the organization for which the employee will be providing volunteer services;
2. The employee does not provide the same type of services to the organization as provided by the employee to the District during the employee’s workday; and
3. The employee is volunteering services to the organization in the sole capacity of a parent or grandparent and not as a District employee.

Students as VIPS

All student volunteers must submit a permission slip if under the age of 18. Anyone over the age of 18, including students, must complete the VIPS online application and consent to a criminal background check. The permission slip can be found at <https://www.episd.org/programs/vips/>

Activities that Count-Volunteer Recognitions

The District will assist in recognizing the volunteers each year by providing monthly Board of Trustee recognitions and service pins to be given out at the end of the school year. On the first Monday of each month, every campus will be required to nominate their top monthly volunteer. The nomination form is available at www.episd.org/community_engagement/ Click on the VIPs tab, download nomination form and send in to the The VIPs office via fax (915) 230-0550 or email vsmonsis@episd.org.

Each campus will be required to keep a log of volunteer hours. The VIPS campus chair will keep track of individual hours to determine which service pin you have earned for the school year.

- Bronze: 25-100 hours
- Silver: 101-499 hours
- Gold: 500+ hours

Service pin requests are due the last Monday in May. Nominations for District Volunteer of the Year are due the first Monday in April.

Hours for recording begin Aug. 1 through May 31. No summer hours are accepted.

Time spent on PTA or Booster Club activities should not be recorded as VIPS time or submitted as VIPS volunteer hours.

(Parent classes do not count as VIPS hours)



EL PASO INDEPENDENT SCHOOL DISTRICT Volunteers in Public Schools Guidelines

All Volunteers in Public Schools participants will adhere to District VIPS guidelines.

I will:

- Follow the rules and policies of EPISD, the school and the classroom
- Be respectful of students' abilities
- Respect the privacy of all students, staff and volunteers by keeping all information received in the performance of my volunteer work confidential (including but not limited to test results and home/family matters)
- Be dependable, arrive on time and be prepared to help students
- Notify the designated school staff with reasonable notice about absences, tardiness and any other problems that may prevent me from fulfilling the requirements of a volunteer.
- Sign in and out at the school office and check in and out with the teacher if volunteering in a classroom
- Wear appropriate identification (e.g. volunteer badge)
- Dress appropriately according to school policy
- Communicate any concerns or questions to the teacher, principal or volunteer coordinator

I will not:

- Discipline or have any physical contact with students
- Use inappropriate language while volunteering
- Teach a class in the absence of the teacher
- Transport or give medication to students
- Release or excuse any child from campus
- Handle school's financial records or transactions. This includes handling cash, making deposits or recording entries in the school's financial records.

Signature _____ Date _____

It is understood by both parties that this partnership exists for mutual benefit of the volunteer and students at the campus. The VIPS or the school may postpone, redesign or cancel the relationship at will.

Note: Volunteers will sign a copy of the guidelines during the Volunteer Orientation at the school. A copy will be kept on file at the school.

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at (915) 230-2033; Section 504 inquiries regarding students may be referred to Verna Ball at (915) 230-2829.



VIPs Frequently Asked Questions

Do I need a U.S. ID to volunteer?

An ID is necessary to run a background check. All EPISD volunteers are required to have a check done before being allowed to volunteer.

What if I do not have a United States issued ID?

If unable to provide a U.S government picture ID, you must provide the results of a background check from the most recent country you resided in.

Do I need a social security number to complete the application?

No, a social security number is not required to apply to become a VIPS.

Which form do I use once I open online application?

Once you open the application, you will see three different selections, returning volunteer, current/former employee and new volunteer. If you have ever been a district employee, you must choose current/former employee.

How long does the application take to be cleared?

Please allow 5-10 business days for processing.

How will I be notified of approval/denial?

The campus VIPs chair will notify you upon approval via email or phone call. If your application is denied, you will receive a letter of notification.



EL PASO INDEPENDENT SCHOOL DISTRICT

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SUPERINTENDENT OF SCHOOLS

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